



## **Mission**

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

## **BOARD OF DIRECTORS MEETING – TUESDAY, JANUARY-03-17**

Oaklands Neighbourhood House at 6:30 p.m.

**Present:** John O'Brien, Traci Fontana-Wegelin, Kate Lauzon, Laurie Morgan, Kim Walker, Elaina Mack, Gary Pemberton (City of Victoria), Sandy Robertson (OCA Facility Coordinator)

**Regrets:** David Angus, Jeff Lougheed, Marielle Tounsi, and Councillor Marianne Alto

### **1. Adoption of Agenda**

**MOTION:** Laurie moved to adopt the agenda. John seconded. Motion carried.

### **2. Adoption of Minutes**

**MOTION:** Kate moved to adopt the December minutes, as amended. Elaina seconded. Motion carried.

### **3. Staff Presentation**

#### **ONH Maintenance Plan (Sandy Robertson)**

Sandy provided an overview of the process to create the maintenance plan for the Oaklands Neighbourhood House (ONH). He highlighted a few items for discussion: 1) hot water heater; 2) completion of the backyard project/rubber matting; 3) fence; and 4) indoor painting of ONH. Sandy noted that as the water main replacement work on Victor Street continues, we are seeing new and growing cracks in the walls and ceilings. Sandy explained where these are occurring.

Kim highlighted the strengths of the maintenance planning effort including the history/context of the building as well as the comprehensiveness of different aspects of the building. This will be a useful document to OCA in terms of planning and costs.

Laurie asked Sandy about to what extent should OCA invest in ONH? Sandy mentioned that this is a difficult question, but noted that there is already high demand for use for this building (i.e. childcare). The value of the land is higher than the building. Sandy recommended a shorter-term vision of repair and maintenance for the next 5 years.

John noted that replacing the hot water tank might not be urgent if it is not seeing wear and tear (e.g. rust under), even though the warranty is expired. John noted that OCA should factor in the cost and time given the long-term investment of its replacement.

Kim noted we should focus on the following priorities: 1) ensure ONH is functional for licensing requirements (e.g. hot water heater maintenance); 2) customer satisfaction (e.g. painting & well-kept facility); and 3) balancing revenue/cost ratio of capital asset over 5 year horizon.

### **ACTIONS:**

Suggestions for Sandy:

- Include a site plan and floor plan within the maintenance plan for ONH
- Refine action list at the end of the plan, including subtotals and total predicted costs for repair and replacement. Group tasks/projects that need to be considered together.
- Develop a “decision making” tool to help the Board in setting priorities & providing direction, based on the three criteria identified by Kim as well as any other criteria identified by Sandy/Traci, timelines, and costs, etc.
- Check & drain water tank

## **4. Priorities**

### **2017 Budget**

Directors discussed the projected budget for 2017, including clarifying some questions on specific line items such as staff training, community outreach, community chest (special events), Board expenses, and play-scape at ONH.

**MOTION:** John moved to adopt the proposed 2017 budget with the amendment of adding a project development line item in the amount of \$5,000. Elaina seconded. Motion carried.

**ACTION:** Traci to invite Joanne (OCA bookkeeper) to our Board meeting to provide an orientation on OCA financials and budgeting process (following the AGM in April)

### **OSC Chapel service re-location / discussions with City & SD61**

#### **ACTIONS:**

- Traci attempt to meet with SD 61 in person this week
- Kim to follow-up with Marianne Alto for City advice and support on SD 61 facility use
- Traci to talk to Principal David Hovis about using the gym and the library for OSC

## **5. Follow-up Actions**

- Executive Committee is planning to meet on Tuesday, January 17 at 6:30 to discuss capital planning (location to be determined)
- Laurie noted that he needs to meet with Traci to continue work on the HR policies
- Kim noted that she needs to follow-up with Traci and Sandy about updating financial policies

## 6. Round Table

### City of Victoria (Gary Pemberton)

Gary provided an overview of the City of Victoria update (available on our website).

Kim noted that it would be useful for some neighbourhood associations to “group together” to receive a CALUC briefing from the City of Victoria instead of the one on one meetings intended by City planners.

Directors had a broad discussion about the strengths and challenges of participatory budgeting. Gary noted that, for example, he is working with the Rocklands neighbourhood on a “find it, fix it” for sidewalks. Elaina noted that perhaps a participatory budget could be tied to the development of an Oaklands community needs assessment whereby the City could help to support the top three priorities. Directors discussed how the City might support a community needs assessment for Oaklands.

#### ACTIONS:

- Directors will coordinate for 1-2 OCA representatives to get involved in the upcoming Participatory Budgeting workshop on January 12, 2017.
- Traci to talk to Melissa about enquiring with patrons about any parking challenges.
- Kim to circulate note about who might be available for the participatory budgeting meeting.

### 2016 in Review & Recognition of Successes (Kim)

Kim provided an overview of some of the milestones and learning from the last year (many of which will be featured in the upcoming AGM). Traci also highlighted more successes, as highlighted on the website (e.g. drop in playgroups, markets/events, supporting families through the Good Food Box). Sandy also added a few notes including the great atmosphere at Little Acorn Daycare, positive relationship with the school, and surpassing expectations for markets/events.

### Upcoming VCAN meeting, January 18 (Laurie)

Laurie invited Directors to discuss the “role of community associations” to present to VCAN. Directors suggested that key roles include:

- voice of community
- vigilant and supportive of community needs
- activator of community
- community development/building
- holder of the neighbourhood identity
- heart of the community
- helper of community
- service delivery on behalf of other organizations
- shared values – frame and communicate them, eg. sense of belonging
- neighbourhood employer
- community culture

### **Rezoning Application for 3055 Scott St (Kim)**

Kim noted that an application has been sent to the City of Victoria from Farmacy, the medical marijuana retailer in the neighbourhood (see attachment). Directors discussed that there are many unknowns including the content of the rezoning as well as the process for zoning (e.g. notification of neighbours).

**ACTION:** Gary to let Kim know about more details related to the Rezoning Application for 3055 Scott St. We may send a note to interested community members on our Land Use Committee information distribution list with more specifics.

## **7. Adjournment**

**Subject:** Rezoning Application Received - 3055 Scott Street - REZ #00528

**From:** Noraye Fjeldstad <NFjeldstad@victoria.ca>

**Date:** 28/12/2016 1:02 PM

**To:** "landuse@oaklandsca.com" <landuse@oaklandsca.com>

Dear Kim Walker and Ben Clark,

Re: 3055 Scott Street - REZ No. 00528

City staff have received a Rezoning Application for 3055 Scott Street.

The details of this application can be found on the Development Tracker at [3055 Scott Street](#). If identified, you will be notified of any variances associated with these plans and if necessary, any revisions made to the plans.

If your Land Use Committee has comments it would like considered by City Council, please submit them to Mayor and Council with a copy to the Sustainable Planning and Community Development Department within 30 days from the date of this email.

Kind regards,

**Noraye Fjeldstad**

Administrative Assistant

Sustainable Planning and Community Development

1 Centennial Square

Victoria, BC V8W 1P6

Phone: 250-361-0212

Fax: 250-361-0386

Email: [nfjeldstad@victoria.ca](mailto:nfjeldstad@victoria.ca)

